

# EMERGENCY ALERT SYSTEM (EAS) - FCC LOCAL AREA PLAN SANTA LUISA COUNTY, CALIFORNIA

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## REVISIONS IN GENERAL

**Without some form of revision control you can forget what was done when. The busier you are the quicker that occurs. A revisions control form is like a check-off sheet to a busy pilot.** It provides an essential management tool to record changes to the local plan in one place. It has proven invaluable to LECC Chairs, the SECC and the FCC, and has been approved by the FCC for this purpose.

Once a Revision and its process is complete the LECC sends copies of revised pages (or a complete copy of the revised plan) to the various broadcast stations, cable entities, counties, cities and the NWS. For assistance contact the SECC EAS Plans Coordinator:

### **MAJOR REVISION**

A major revision could be LP stations, RMT time/dates. These need SECC and FCC concurrence, coordinated through the SECC EAS Plans Coordinator and State OES to keep the State EAS Plan current. The SECC EAS Plans Coordinator or the EAS Desk at State OES will prepare the revisions control if requested.

#### Major revision steps:

- (a) Revise the COO as appropriate.  
To show that a page has been revised make two entries: (1) at the top of the COO page, add "rev (#)" after the COO#. (I.e., COO-2 rev1) ; then, (2) Show the revision in the footnote at the bottom of the page. (I.e., Rev 1a)
- (b) Next, enter the change on a Revisions pcontrol sheet, like this or a separate page. See example provided.
- (c) Then, Sign the Revision and
- (d) Forward it with a transmittal memo or letter to SECC EAS Plans Coordinator
- (e) When received BACK with FCC approval, forward a copy to all stations, entities, and governments.

### **MINOR REVISION**

A minor revision is a technical correction to the general introduction, abbreviation or a COO, such as typing, misspelling, a revised telephone number, or who can activate (A typical revision is a COO, such as COO-3.)

#### Minor revisions steps:

- (1) Revise the page with the change **same as** for a Major Revision .
- (2) Enter the change on a Revision Control page, and SIGN AND DATE the Revisions Page
- (3) Send a copy to all stations, entities, and governments, as well as the SECC EAS Plans Coordinator and State OES EAS Desk.

### **Sample Revisions Control**

(Use a separate page if desired)

#### **Revision # 1:**

**11/22/98 Omega added as RMT originator**

\_X\_ Page header changed by adding R-1

\_X\_ Footnote was changed to V1a.

12/2/98 Signed by Robert A Mosconi, Chair

12/3/98 Revision forwarded to the SECC EAS Plans Coordinator

1/10/99 SECC signature SECC Authorized Signature

1/15/99 FCC Signature FCC Authorized Signature

2/01/99 Completed Revision Returned to LECC Chair by SECC Plans Coordinator

2/15/99 Revision forwarded to Stations (X), Cable Entities (X) and Governments (X)

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## SANTA LUISA COUNTY, CALIFORNIA

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### REVISION CONTROL

Revision # :

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Date	List what was revised
_____	Page header changed by adding _____
_____	Footnote was changed to _____
_____	Signed by _____ <i>Chair</i>
_____	Revision sent to the SECC EAS Plans Coordinator (ALL revisions, no exceptions)
_____	SECC signature _____ <i>(Major Revision Only)</i>
_____	FCC signature _____ <i>(Major Revision Only)</i>
_____	SECC Plans Coord. sent Completed Revision to LECC Chair <i>(Major Revision Only)</i>
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